Ministry of Labour

e - Forms User Manual

(Renew Mission Labour Card)

Navigation to Eforms

User can access eforms in 2 ways

- Service Map
- Eforms Menu Bar

Service Map

A Service map is a link through which user can easily access list of eforms organized in hierarchical order in tree view format. This helps users to quickly find desired form on the site.



Eg. If a user needs to type a Modify Company form then he / she should click on Establishment and the click on Modify Company.

Eforms Menu Bar

User can access the eforms through Eform Menu bar at the top of the page. These forms are organized in hierarchical order in menu format. This helps users to quickly find desired form on the site.



Eg. If a user needs to type a Sponsorship Cancellation form then he / she should click on eform menu bar , then select cancellation and then choose Sponsorship Cancellation.

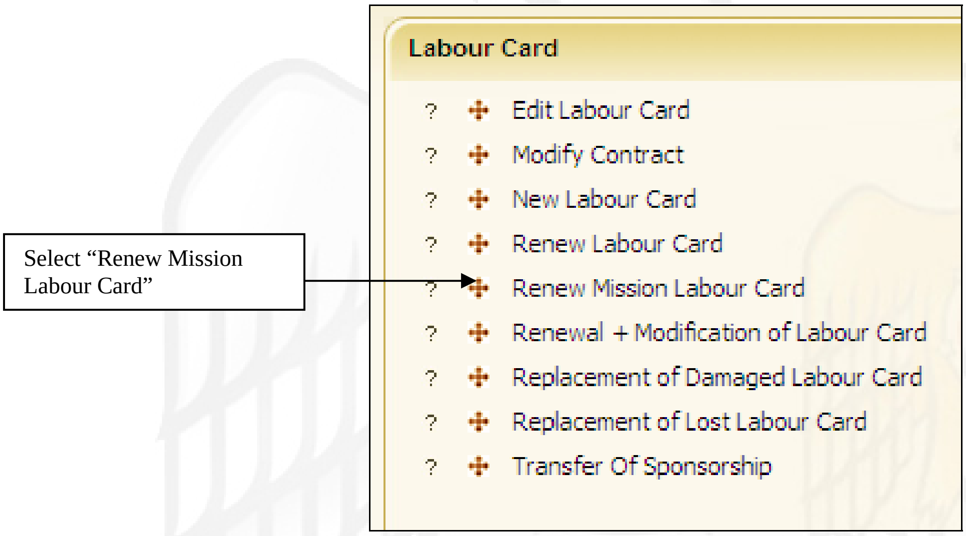
Renew Mission Labour Card

Introduction

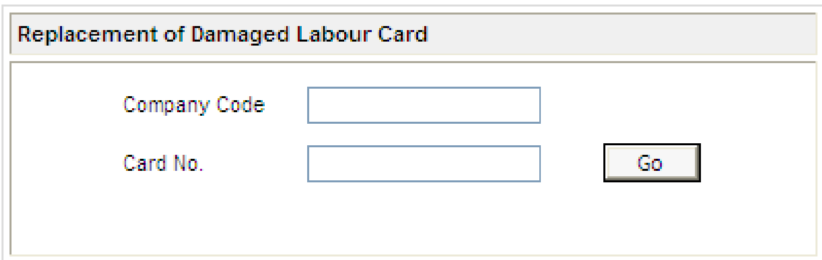
Renew Mission labour card service is use to apply for renewal of mission labour card.

Functional Description

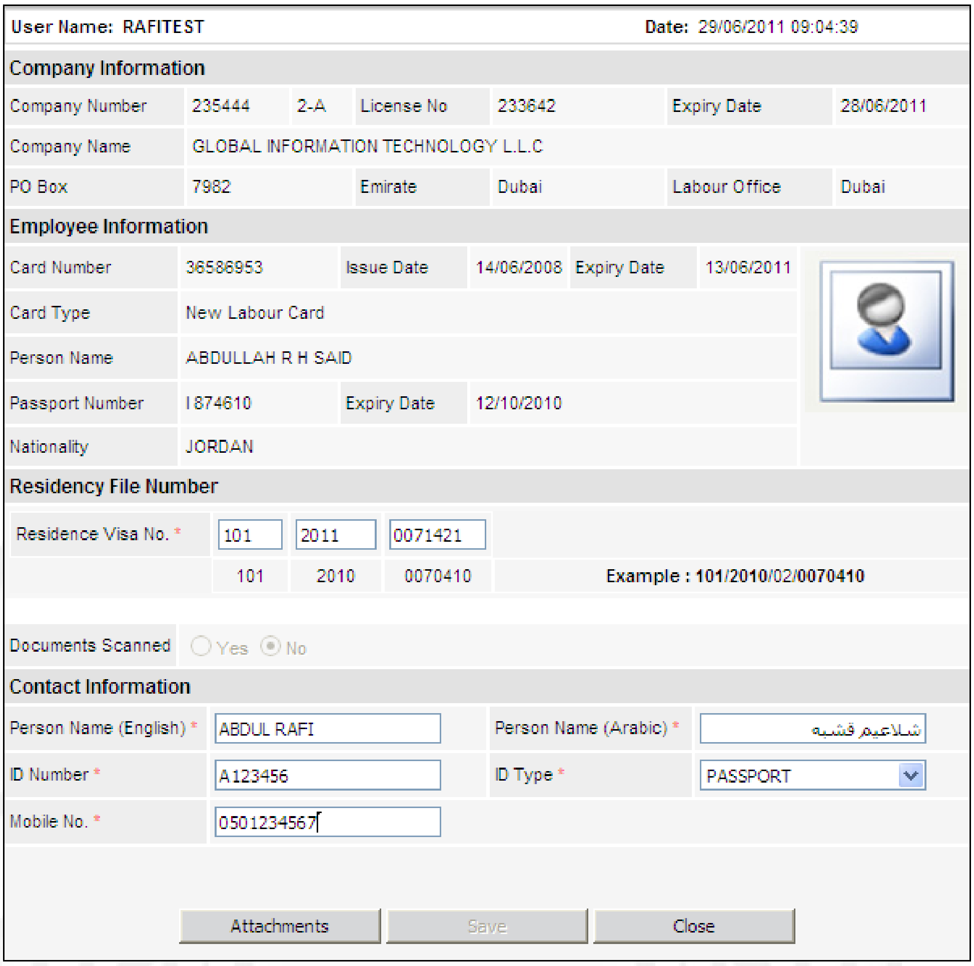
- Click on “Renew Mission Labour Card”.



- Enter company code, work permit No. and press "GO".



- On clicking "GO" a form is displayed that needs to be completed.



User Name: RAFITEST Date: 29/06/2011 09:04:39

Company Information

Company Number	235444	2-A	License No	233642	Expiry Date	28/06/2011
Company Name	GLOBAL INFORMATION TECHNOLOGY L.L.C					
PO Box	7982		Emirate	Dubai	Labour Office	Dubai

Employee Information

Card Number	36586953	Issue Date	14/06/2008	Expiry Date	13/06/2011
Card Type	New Labour Card				
Person Name	ABDULLAH R H SAID				
Passport Number	I 874610	Expiry Date	12/10/2010		
Nationality	JORDAN				

Residency File Number

Residence Visa No. *	101	2011	0071421	
	101	2010	0070410	Example : 101/2010/02/0070410

Documents Scanned ○ Yes ◉ No

Contact Information

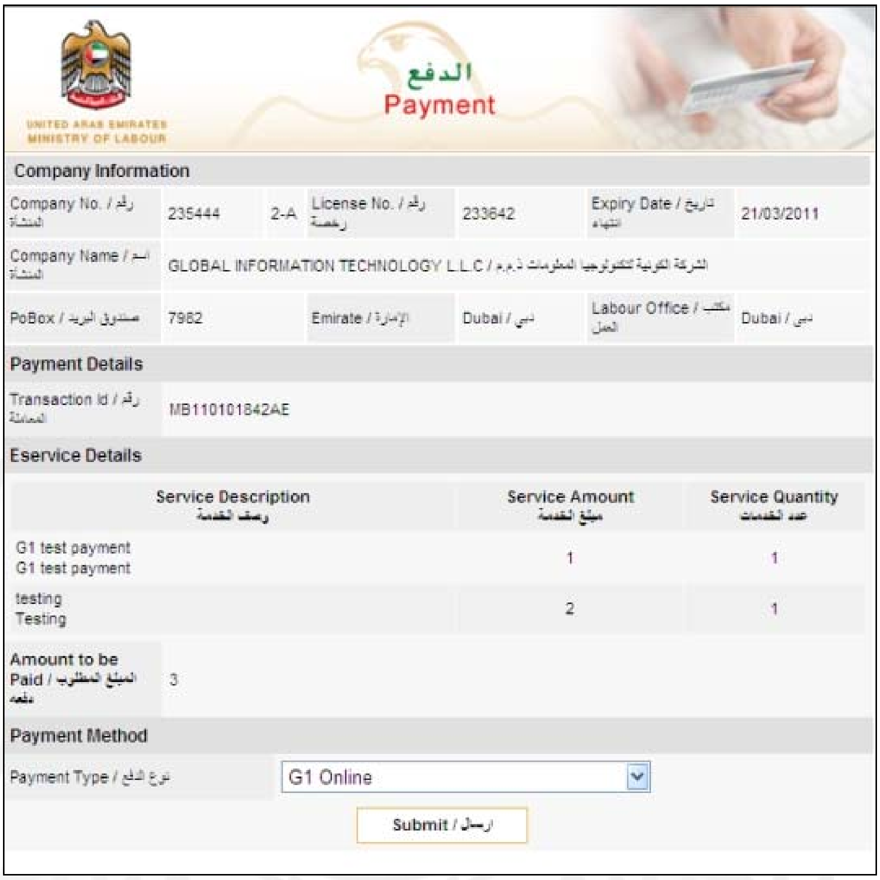
Person Name (English) *	ABDUL RAFI	Person Name (Arabic) *	شلاعيم قشيه
ID Number *	A123456	ID Type *	PASSPORT
Mobile No. *	0501234567		

Attachments | Save | Close

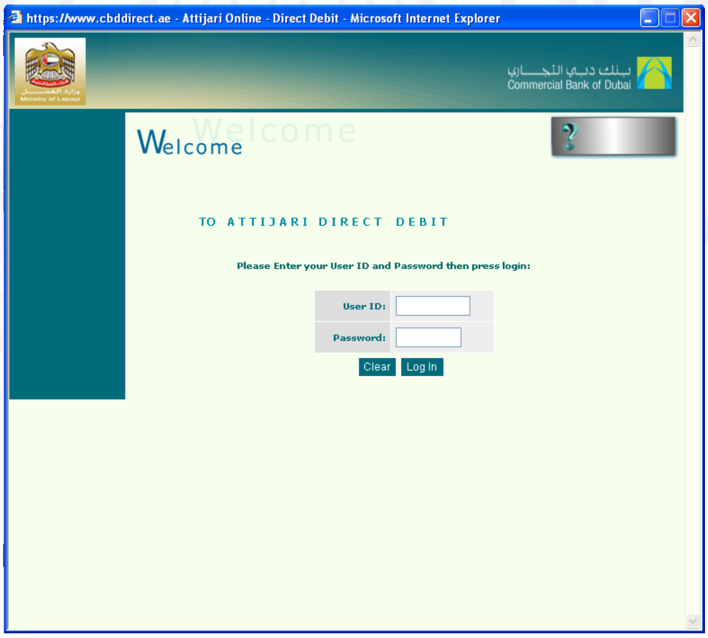
- Fields with (*) are mandatory and needs to be filled.
- Enter applicants residence file number in immigration
- Enter contact information of the person who should be contact in future for any reference.
- Contact mobile numbers should always start with 050 OR 055 OR 056 and should be 10 digits.
- Scan and attach the following documents.

  1. Applicant photo

- If you are unable to scan, please visit http://tasheel.mol.gov.ae/Molforms/help/usermanual.htm
- After scanning all the documents, click on "Save" to save the transaction. (Please note the save button will not be active till all the necessary documents are scanned and attached).
- After save, you will be diverted to payment gateway where payment for the transaction should be made.



- Select the mode / method you want to pay with.
- Federal fee is paid through Ministry of Finance gateway.
- Typing fee is paid through CBD gateway.



- On completion of payment you will receive a receipt which needs to be given to the customer.



MB090098652AE

التاريخ	:	09:53:05 21/05/2009
مكتب عمل	:	أبو ظبي
اسم المنشأة	:	الجابر للنقل والمقاولات العامة ذ م م
نوع المعاملة	:	تصريح عمل إلكتروني

1. This is sample text for electronic work permit;
2.
3. في حالة تقديم بيانات غير صحيحة، سيتم إلغاء الطلب وتطبيق قانون العقوبات، وفرض غرامات قد تصل إلى 10,000 درهم للمعاملة الواحدة.

Note

Application with wrong information will be cancelled and dealt as per sanction of. laws. Fines up to 10,000 AED per application may be imposed

- تعليمات وإرشادات -

- يجب إرفاق صورة الرخصة التجارية.
- يجب إرفاق صورة بطاقة اعتماد التواقيع.
- يجب إرفاق صورة كروكي لموقع المنشأة.
- ممنوع تدبيس المعاملة
- يجب إرفاق صورة الجواز + المؤهل العلمي لكل عامل.
- 200 درهم رسوم عن كل عامل مطلوب.
- شهادة اللياقة الصحية يجب أن تكون صادرة من وزارة الصحة أو دائرة الصحة الخاصة بكل إمارة ولا تقبل أي شهادة صادرة عن المستشفيات و العيادات الخاصة أبتداء من 2007/11/01.

Medical Fitness Certificate Should be attested by either ministry of health or the local health department belongs to the emirates. Certificates attested by private clinics or hospitals will not be accepted starting from 01/11/2007.

- يجب تسليم المعاملة في وزارة العمل فقط وليس في البريد.

- يجب تقديم طلب نقل الكفالة للوزارة بحد أقصى خلال شهرين من تاريخ إنتهاء البطاقة ويرفض الطلب بعد إنتهاء هذه المدة.

Receipt

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